FY 2021 Health Center Program Service Expansion: School-Based Service Sites

Technical Assistance Presentation for Applicants

Bureau of Primary Health Care (BPHC)
Health Resources and Services Administration (HRSA)

Vision: Healthy Communities, Healthy People
Before Viewing this Presentation...

Read the SBSS Notice of Funding Opportunity (NOFO)

Available on the SBSS Technical Assistance webpage: https://bphc.hrsa.gov/program-opportunities/school-based-service-expansion
• SBSS Overview
• Application Highlights
• Technical Assistance Resources
• Key Takeaways
SBSS Overview
Purpose

To expand access to health center services by increasing the number of patients who access comprehensive primary health care through Health Center Program award recipients’ service delivery sites located at schools.
About School-Based Service Delivery Sites

• Health Center Program operational funding (H80) award recipient service delivery sites located:
  ▪ In schools, or
  ▪ On the grounds of a school

• In 2019:
  ▪ 35% of HRSA-funded health centers operate school-based service sites
  ▪ 885,000 patients received care from school-based service sites
Award Information

Period of Performance: September 1, 2021, through August 31, 2023

- Total Funding: $5 million
- Expected Awards: 25
- Minor A/R: Up to $150,000 (in year 1 only)
- Period of Performance: 2 years
- Award Type: New awards (H2E) for initial 2 years

Maximum Award: $200,000 per year

May continue beyond 2 years based on performance and availability of funds
One-Time Funding

Minor Alteration/Renovation (A/R)

+ Equipment

Up to $150,000 (in year 1 only)
Equipment & Supplies

**Equipment**

- Useful life exceeds one year
- Costs $5,000 or more per unit
- May include mobile units and telehealth infrastructure
- Does not include *fixed* equipment

**Supplies**

- Includes equipment items that cost less than $5,000
- e.g., laptop for new SBSS staff, patient education materials

*Complete the Equipment List Form if proposing equipment*
Minor A/R

- No construction or major A/R
- Federal and non-federal cost < $500,00
- Includes fixed equipment
- Stand-alone project
- Necessary to support service expansion

Complete the A/R Project Cover Page and Other Requirements for Sites forms if proposing A/R.
Achieving the Purpose

Applicants may:

- Add **new** service delivery sites located at schools; and/or
- Expand one or more services at **existing** school-based service delivery sites:
  - General primary medical care
  - Mental health
  - Substance use disorder
  - Oral health
  - Vision
  - Enabling services

HRSA will monitor progress using the Total School-Based Health Center Patients UDS measure
Funding Requirements

✅

- Address unmet need through expanding services
- New school-based service sites must be open and operational within **120 days of award**
- Number of patients served at school-based service sites must increase over the 2-year period

❌

- Funding may **not** support services provided by other organizations (e.g., schools)
- Funding may not be used to expand services that are not at school-based service delivery sites
- 30-day conditions and/or inactive H80
Eligibility

✓ Existing H80 Health Center Program award recipient

✓ Application must:
  ✓ Apply for $200,000 annually, or less

✓ Propose to expand services in:
  o One or more current school-based service sites (in scope on Form 5B: Service Sites) and/or
  o One or more newly proposed school-based service sites (in application on Form 5B)

✓ Include the Project Narrative and a letter of support from each school and/or school district where service expansion is proposed

✓ Be submitted by the Grants.gov and EHBs deadlines
Example Use of Funds

- Increase workforce capacity
- Increase organizational capacity (including supplies)
- Enhance physical infrastructure (including minor A/R)
- Enhance collaboration and community awareness
Ineligible Costs

- New construction activities, additions, or expansions
- EHRs that are not ONC certified
- Installation of trailers and pre-fabricated modular units
- Facility or land purchases
- Any costs that do not support the purpose of SBSS funding
SBSS Application Highlights
Two-Tier Application Submission

Phase 1: Grants.gov

Phase 2: Electronic Handbooks (EHBs)
Grants.gov Application Components

- SF-424: Application for Federal Assistance
- Project Abstract (attached under box 15 of the SF-424)
- Project/Performance Site Locations
- Grants.gov Lobbying Form
- Key Contacts
EHBs Application Components

- Project Narrative
- SF-424A Budget Information Form
- Budget Narrative & Personnel Table
- Program Specific Forms
- Attachments
Project Narrative Components and Points

- Need: 15 points
- Response (includes Work Plan): 35 points
- Collaboration: 15 points
- Resources/Capabilities: 15 points
- Evaluative Measures: 10 points
- Support Requested: 10 points
Need (15 pts)

For children and adolescents in service area:

• Data on health status and unmet health needs
• Factors impacting access to or utilization of health care services
• Gaps in school-based health care services
Response: Project Work Plan (15 of 35 pts)

**Focus Area**
Select Service(s) to be Expanded
- Primary medical care
- Mental health
- Substance use disorder
- Oral health
- Vision
- Enabling

**Activity Category**
Select Categories & Subcategories
- Workforce Capacity
- Organizational Capacity
- Physical Infrastructure
- Collaboration & Community Awareness
- Other

**Activity**
Describe Each Proposed Activity
- What you will do
- When you will do it (120 days, Year 1, Year 2)
- How it will expand services
- How it will increase patients served at school-based service sites
Response: **Other Items (20 of 35 pts)**

- Number of patients served at school-based service delivery sites
  - 2020 (aligned with UDS report)
  - 2022 estimate
- New or expanded services
- Proposed personnel
- Access:
  - To services not available at the school-based service site(s), and
  - For individuals seeking care at the school-based service site(s) who are not students
- How minor A/R and/or equipment purchases enable achievement of the SBSS purpose
Collaboration (15 pts)

- Describe collaboration and coordination with other providers/organizations serving the children and adolescents attending the schools
- **Letter of support from each school/school district (required for eligibility)**
- If proposing a new school-based service site(s), letters of support from:
  - Health Center Program award recipients and look-alikes
  - Other health providers/organizations
  - Community based organizations that serve children and adolescents
Resources & Capabilities (15 pts)

• Skills, capabilities, and expertise for carrying out the proposed project

• As applicable, experience:
  ▪ Successfully opening new delivery sites within required timeframes
  ▪ Completing A/R projects of similar scope

• Capabilities and expertise of key health center management staff to oversee school-based service site(s)
Evaluative Measures (10 pts)

- Plans to track progress on:
  - Number of patients served at school-based service site(s)
  - School-based service expansion
  - Status of minor A/R projects [if applicable]
  - Operational status of new school-based service site(s) [if applicable]

- How your QI/QA program will support the proposed project
Support Requested (10 pts)

Budget presentation:

- Aligns with the proposed service expansion project
- Will result in an increase in the number of patients served at school-based service site(s)
EHBs Application Components cont’d

- Project Narrative
- Budget Information Form – Non-Construction Programs (SF-424A)
- Budget Narrative & Table of Personnel Paid with Federal Funds
- Program Specific Forms
- Attachments
Summary of Forms

**Required Forms**
- Budget Information Form (SF-424A)
- Federal Object Class Categories Form
- Form 1B: BPHC Funding Request Summary
- Project Overview Form

**Optional Forms**
- Form 5B: Service Sites *(required for addition of new sites)*
- Minor A/R Forms
  - Project Cover Page
  - Other Requirements for Sites
- Equipment List Form
SF-424A: Budget Information Form

Enter your budget for the first year in Section A

Submit funding split questions to the BPHC Contact Form

The federal amount refers only to the SBSS funding requested, up to $200,000
Submit a budget narrative that aligns with the SF-424A, minor A/R budget justification(s), and equipment list, as applicable.
Form 1B: BPHC Funding Request Summary

- Complete the SF-424A: Budget Information Form before completing Form 1B
- Total funding for Form 1B must match Year 1 on the Budget Information Form
- Indicate if requesting one-time funds for:
  - Equipment only
  - Minor A/R with equipment
  - Minor A/R without equipment
- If not requesting one-time funds, select “not applicable”
- Indicate if proposing to add a new school-based service site (permanent or mobile) within your existing service area
Form 5B: Service Sites

• Required if you do not already operate a school-based service site where you will expand services
• Proposed new school-based service site(s) must meet the service site definition
• You may not expand your service area through this application
• See the Scope of Project webpage for more resources: https://bphc.hrsa.gov/programrequirements/scope.html

A service site is a location where you provide primary health care services. A school-based service site must be in a school or on school grounds (e.g., mobile site).
Minor A/R Forms and Attachments

If requesting funding for minor A/R, you must complete the following forms for each site where minor A/R will occur:

- Alteration/Renovation Project Cover Page
  - A/R Project Budget Justification
  - Environmental Information and Documentation Checklist
  - Floor Plans/Schematic Drawings

- Other Requirements for Sites
  - Property Information
  - Landlord Letter of Consent, as applicable
Summary of Attachments

Attachment 1: Collaboration Documentation

Attachment 2: Summary of Contracts and Agreements

Attachment 3: Other Relevant Documents
Post-Award Reporting

1. **Semi-Annual Progress Report**: Describe accomplishments and barriers toward implementing the proposed project.

2. **Non-Competing Continuation**: Streamlined non-competing continuation progress report must be submitted and approved by HRSA to trigger the release of year 2 funding.
Technical Assistance Resources
SBSS Technical Assistance Webpage

SBSS Notice of Funding Opportunity
Presentation Slides
Info about Live Q&A Sessions
Sample Forms
FAQs
Contact Info for Further TA Support

https://bphc.hrsa.gov/program-opportunities/school-based-service-expansion
# Application Technical Assistance Resources

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<th>Assistance Needed</th>
<th>Contact</th>
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<tr>
<td>Guidance on Requirements and Application Components</td>
<td>SBSS Technical Assistance Webpage</td>
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<tr>
<td>Application Questions</td>
<td>SBSS Technical Assistance Team</td>
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<tr>
<td>Budget and Grant Administration Questions</td>
<td>Brian Feldman: <a href="mailto:bfeldman@hrsa.gov">bfeldman@hrsa.gov</a></td>
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<td>Nicole Turner: <a href="mailto:nturner@hrsa.gov">nturner@hrsa.gov</a></td>
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<tr>
<td>Grants.gov Submission Issues</td>
<td>Grants.gov Contact Center</td>
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<td>1-800-518-4726 or <a href="mailto:support@grants.gov">support@grants.gov</a></td>
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<tr>
<td>EHBs Submission Issues</td>
<td>Health Center Program Support</td>
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<td>1-877-464-4772 or BPHC Contact Form</td>
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Key Takeaways
SBSS Purpose: Expand access to health center services by increasing the number of patients who access comprehensive primary health care services through service delivery sites located at schools.

• Accomplish purpose by:
  ▪ Adding new service delivery site(s) located at schools or
  ▪ Expanding one or more services at existing school-based service site(s)
• Apply for up to $200,000 per year
• You may not expand your service area through this application
• Ongoing compliance is critical
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